



RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury		Division/Unit Fire Department - Administration
ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. —Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Personnel Records. —Personnel records for career/employees to include: applications for employment, disciplinary actions, commendations, promotions, awards, leave/vacation records, etc. (Originals to Human Resources)	Retain 3 years after termination date, then destroy.
3.	Budgets. —Operating, Capital Improvement, program budgets, purchases by volunteers with City monies, and related materials.	Retain 1 year and until all audit requirements have been fulfilled, then destroy.
4.	Incident Reports. —Incident Report Form - used to record incidents that need to be documented and reviewed by others to resolve the issue or to take further action as necessary.	Retain 3 years, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>6/20/07</u> SIGNATURE <u></u> TYPE NAME <u>David B. See</u> TITLE <u>Chief</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>29 Nov 07</u> SIGNATURE <u></u>

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5.	Directive Records. —Orders published weekly, items of interest to the department employees, notices of training, action taken by the City Council that pertains to Fire Department, special details, changes in department operations. Staff meeting minutes.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to Maryland State Archives. Retain all other material until superseded or updated, then destroy.
6.	Inspection Reports. —Drawings, correspondence, case history and actions, complaint reports, smoke detector certification form, fire alarm report, inspection report, supplemental inspection report.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
7.	Building Drawings. —Various building drawings used to locate sprinkler systems, routes, etc.	Screen annually and retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.
8.	Subject Records. —Hazardous material response, special hazards, correspondence, purchase orders, purchase authorizations, smoke detectors, incident reports, equipment inventory, etc.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
9.	Background Records (Career Firefighters). —Background records of firefighter applications including credit checks, licensing information, motor vehicle checks, criminal history, military history and personal history. (Originals to Human Resources)	Retain 5 years after termination, then destroy.

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10.	Background Records (Volunteer Personnel). Application and criminal history.	Same as Item 9 above.
11.	Investigation Reports. --Correspondence, fire activity reports, complaint reports, investigation reports, etc.	Retain 10 years, then destroy.
12.	Injured Workers Insurance. --Worker compensation reports (Career & Volunteer).	Retain 5 years after termination, then destroy.
13.	Corporation of Volunteers. --Shows how the volunteers came about and how they function within the City of Salisbury.	Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.